

Addressing Workgroup Meeting Minutes

March 3rd, 2016

Present:

Mindy Cochran, Flathead County GIS

Nate Holm, Flathead County GIS

Tom Tabler, City of Kalispell

Liz Brooks, 911 Center

Brian Chernish, 911 Center

- Since it was mostly new folks in the meeting, Mindy highlighted the purpose and history of the workgroup. The workgroup was created about four years ago to educate the cities on how the addresses maintained in the GIS Department interfaced with the 911 system. An MOU was developed to define the responsibilities of each of the cities/county/911 center as it related to addressing. Since then, the group meets to discuss GIS/911/Addressing related topics. One of the biggest benefits of the workgroup is putting faces to the names of the addressing contacts, and having a forum for discussion related addressing/911/GIS for new staff as they come and go amongst the different agencies.
- **Vacated GIS Position in 911:** Mindy asked Liz the status of the vacated position. Liz said they had a number of applicants to the job posting and they were getting ready to do interviews soon. Liz asked Mindy/Nate for feedback on how applicable experience with GIS field work would be to the position. Nate suggested that editing in a desktop environment would be more applicable, and Mindy suggested that it might be helpful if the applicant knew some SDE.
- **Address Improvement Program getting ready to gear up for 2016:** Nate confirmed that Brian was the correct person to send address changes to. Brian confirmed the process that needs to occur for address changes: update the MSAG with new address, remove old address, and coordinate address change with CenturyLink.
- **1:1 MSAG:** Brian said that he knew that Jason was looking at moving to a 1:1 MSAG (where every address has its own entry in the MSAG) instead of using address ranges. Nate stated a benefit of a 1:1 MSAG is in removing retired addresses from the MSAG (i.e. helps with enforcement of the Addressing Improvement Program). Brian wasn't sure how far Jason got into converting records to a 1:1, but it appears mostly the database is still address ranges. Nate thought Jason might have been just entering the new addresses this way.
- **City of Kalispell workflow for address changes:** Tom asked he needed to do anything besides email Nate if/when they change an address in the city. Nate said that he needs the request via email for our records. Nate stated that he has a distribution list of folks that he emails when he changes an address in unincorporated Flathead County, and that Tom might consider emailing those same folks, and that Nate would share that distribution Tom.
- **Apartment Complexes/911 system:** There was discussion about how the 911 system works with unit designations for apartment complexes, and that there might be some edits needed to some apartments out on Airport Road.
- **History of address changes:** Tom asked if the county kept records on the history of address changes. Nate said the county has archived data by year, and also that there is a "comment" field which can be viewed on IMS. Tom said he would ask Jason about how to view this field, but Mindy said if he needs help to just call GIS and they could walk him through it over the phone.
- **Move meeting to bi-yearly: the first Thursday of every six months at 10 am.** Mindy recommended that since there hasn't been any agenda items in two years and since some meetings have been cancelled due to lack of attendance, that the meetings be changed from quarterly to biyearly. Everyone agreed.
- **Next Meeting: Sept 1st, 2016 at 10 am**